

**HINGHAM CONTRIBUTORY RETIREMENT BOARD**

**CHANGE OF ADDRESS FORM**

**PERSONAL DATA**

SOCIAL SECURITY NUMBER \_\_\_\_\_ E-mail address: \_\_\_\_\_

NAME \_\_\_\_\_ last \_\_\_\_\_ first \_\_\_\_\_ middle \_\_\_\_\_

I receive my monthly Retirement allowance by: ☐ MAIL ☐ **DIRECT DEPOSIT**  
( EFT ) electronic funds transfer

**CURRENT ADDRESS**

Mailing address \_\_\_\_\_

Phone number (    ) \_\_\_\_\_

**NEW ADDRESS**

Mailing Address \_\_\_\_\_

Phone number (    ) \_\_\_\_\_

Please record my new Address as a :

☐ **PERMANENT  
CHANGE**

☐ **TEMPORARY  
CHANGE**

I wish to receive mail at this address  
Beginning on \_\_\_\_/\_\_\_\_/\_\_\_\_  
And continuing until further notice.

I wish to receive mail at this  
address from  
\_\_\_\_/\_\_\_\_/\_\_\_\_ through  
\_\_\_\_/\_\_\_\_/\_\_\_\_  
After this time, resume sending  
Mail to my current address.

**MEMBERS STATEMENT AND SIGNATURE**

I the undersigned, hereby notify the Hingham Contributory Retirement Board of my new address.

Signature \_\_\_\_\_ Date \_\_\_\_\_

It is important that you keep us informed of any change in your home address, whether Temporary or permanent: **your retirement allowance check, direct deposit and tax Documents will not be forwarded.** We will also be sending you financial documents And other forms (1099-R tax form, verification of eligibility, account statements) Throughout your retirement.

Please send us notification of any change in your address at least thirty (30) days before The effective date of the change : any changes after the fifteenth (15<sup>th</sup>) of the month, will Not be reflected until the following month. If, from year to year, you regularly reside at a Temporary address (for example, every year you spend winters at your current address and Summers at a temporary address), you still need to notify us every year of the dates that You will be at each address.

**If you are now retiring and filing this form for the first time:** Please include this form With your *Option Selection* form and form W-4P (IRS Withholding Certificate for Pension or Annuity Payments)

**If you have already retired and are now updating your address:** Please send this form to :

**Hingham Contributory Retirement Board  
Town Hall  
210 Central Street  
Hingham, Ma. 02043-2758  
Phone: (781) 741-1478  
Fax: (781) 741-1454  
E-mail: [retirement@hth.ssec.org](mailto:retirement@hth.ssec.org)**